

LICENSE RECIPROCATION/EXAM WAIVER AGREEMENT

Out of State Contractors (Requesting Reciprocity with Tennessee)

Contractors are required to be licensed, prior to bidding, contracting or submitting a price, for projects **\$25,000** or more. **Subcontractors** performing **electrical, mechanical, HVAC, and plumbing** are required to be licensed as a **Contractor**. Other subcontractors, bidding to a properly licensed prime contractor, are not required to be licensed, such as for roofing, masonry, landscaping, etc.

Tennessee presently holds exam waiver agreements, for the **trade** exam, only, with **Alabama** (General, Electrical, Residential and HVAC); **Arkansas** (General, only); **Louisiana, Mississippi, North Carolina** (Residential and Commercial), and **South Carolina**. This waiver agreement does not apply to other State licensing agencies, such as the *Alarm Systems Contracting Board* for security alarm systems and the *Division of Fire Prevention* for fire sprinklers. In the future, Tennessee will also reciprocate with commercial contractors licensed in other states, who have passed the National Contractor's exam with NASCLA (see more information at www.nascla.org).

Contractors requesting reciprocal with the trade exam must complete the license application process. The application may be downloaded from the Forms and Applications section on the website at:

<http://www.state.tn.us/commerce/boards/contractors/formsandapps.html>

In addition, they must take the Tennessee "Business & Law" exam at a PSI, Inc. exam site (located throughout the United States). This exam is open book and based upon the "*Contractors Guide to Business, Law and Project Management*" reference manual published by NASCLA. This exam is offered by PSI, Inc. who may be contacted at: (800) 733-9267 or online at www.psiexams.com. Check with PSI for their exam site locations in other states.

The owner or an individual designated by the applicant is considered the **Qualifying Agent (QA)** and they should review the "Candidate Examination Bulletin" examination guide for dates, locations, registration and study outlines. You may review at: <http://www.state.tn.us/commerce/boards/contractors/pdf/CIB2006.pdf>

The license is not issued to the person taking the exam; it is issued to the owner or entity providing the financial statement.

Please attach a copy of your QA's exam scores (if available) and the license verification form (located in our new license application package), completed by the state where you are currently licensed and who reciprocates with Tennessee (see list above). Please note, some states charge a fee to complete this form and you will need to contact them or check their website. Note: A license is required prior to bidding or contracting or severe penalties are applicable!

BIDDING

Contractors must bid, contract and permit in the name as licensed or it is considered unlicensed activity and subject to disciplinary action by the Board. License ID number, classification, and expiration date, is required to be on the outside of a bid envelope. The electrical, plumbing, mechanical and HVAC licensing information of subcontractors,

where their bid is in excess of \$25,000, must also appear on the outside of the bid envelope.

BID PREFERENCE LAW

For those contracting in other states bordering Tennessee, our state requires the same of nonresident contractors as they do of resident contractors. This statute is found in T.C.A. 12-4-801 and states in part, should the bidder on a public construction project in this state be a resident of another state, contiguous to Tennessee, a like reciprocal preference is allowed. In short, if a nonresident's home state gives a preference to their residents, and adds a percentage to a nonresident's bid to increase the total bid amount, we would apply the same criteria to their bid on our state's work.

APPLICATION REVIEW AND DEADLINE DATES

The application is due on the 20th of the month before the Board meets. The application must be received in the office by the deadline date; not postmarked. The Board meets during the months of January (Nashville); March (Nashville); May (Memphis); July (Nashville); September (Knoxville); and November (Nashville). *Meeting locations are tentative and subject to change!*

For example, for review at the January Board meeting, you must have your completed application in by December 20th. If the 20th is on a holiday or weekend, the next business day is considered the deadline.

Full time employees designated as **Qualifying Agents (QA)**, must supply a "Power of Attorney" (see application) form is required. A QA cannot be listed on more than one license, unless they have ownership. The license is not issued to the QA unless they are the owner and provided the financial statement.

Applying for Reciprocity/Exam Waiver

Please complete the contractor's license application and follow all steps. In lieu of the trade exam score, you may submit the license verification form, which is located in the license application and also on the next page of these instructions. Be sure to sign the top portion; the bottom portion will need to be completed by **your** state. Be sure and include instructions to your state of how to return to you (by fax, mail, etc.) and their fee, if required.

If you have questions regarding applying for a license in Tennessee, you may contact Ms. Katherine Holliman at (615) 532-3983 or by email at:

Katherine.Holliman@state.tn.us

If you need a verification form completed by Tennessee, to apply for another state's license, please contact Ms. Brenda Emmett at (615) 532-3993 or email at:

Brenda.Emmett@state.tn.us

License Verification Form for a Tennessee License (on next page) →

TENNESSEE RECIPROCITY INFORMATION
TENNESSEE BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TENNESSEE 37243-1150
(800) 544-7693 or FAX - (615) 532-2868
www.state.tn.us/commerce/boards/contractors



ALL CONTRACTORS MUST HOLD A TENNESSEE LICENSE PRIOR TO OFFERING A PRICE, CONTRACTING OR BIDDING OR BE SUBJECT TO PENALTIES AND DENIAL OF LICENSE (See TCA 62-6-120).

The State of Tennessee has entered into a trade exam waiver agreement with licensing agencies in: **Alabama – (General, Electrical, Residential, and HVAC); Arkansas (General Contracting); Louisiana; Mississippi, North Carolina (Residential/Commercial) and South Carolina. Reciprocity is with the TRADE exam, only. The contractor must pass the Tennessee Business and Law exam; complete the license application with all financial requirements, workers compensation insurance, and Board review. Please also attach copy of license and exam score, if available. Corporations or LLC must register with the Tennessee Secretary of State.**

LICENSE VERIFICATION

Licensee: _____ **License #:** _____
(Name as it appears on license)

Address: _____

Telephone: (____) _____; **Fax:** (____) _____ **Email:** _____

(Signature of Owner or Officer) **Date:** _____

ATTN: Reciprocating State - The above named applicant is applying for a contractor's license in the State of Tennessee. Please complete the bottom portion and return to the contractor for them to submit with their Tennessee license application.

RECIPROCATING STATE AGENCY COMPLETES PORTION BELOW

Verifying State Completing Form:

___Alabama ___Arkansas ___Louisiana ___Mississippi ___North Carolina ___South Carolina

Owner(s) or Officer(s): _____

Name of Qualifying Agent(s): _____

License Classification: _____ **Monetary Limit:** _____

Original Date of Licensure: _____ **Expiration Date:** _____

Licensed By:

☐ Exam - Type & Score: _____ Date _____

☐ Endorsement- State: _____

☐ Waiver - _____

Complaints: ☐ None ☐ Yes - **Disciplinary Action:** _____

Signature: _____ **Title:** _____
(By State Agency)

TCA 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contractor who is either a resident of this state or is a resident of another state.

Outline of License Classifications

All applicants must take the Business and Law exam. The following is an outline of classifications requiring a "Trade" test:

BC - BUILDING CONSTRUCTION - (Test Required)

A. Residential (BC-A) - (Test Required)

"Residential building contractors" are those whose services are limited to construction, remodeling, repair, or improvement of one, two, three, or four family unit residences not exceeding three stories in height and accessory use structures in connection therewith.

B. Commercial (BC-B) - (Test Required)

A commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public, including residential construction with more than five (5) units or greater than three (3) stories in height.

b. Small Commercial (BC-b) - (Test Required)

A small commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public where the total cost of which does not exceed seven hundred fifty thousand dollars (\$750,000.00).

C. Industrial (BC-C) - (Test Required)

A contractor under this classification is authorized to bid on and contract for the erection, alteration, repair and demolition of buildings or structures used for industrial production and service, such as manufacturing plants.

BC BUILDING SUBCATEGORIES – *(Test not required for five (5) or less of the following subcategories; classification approved based upon experience and equipment)*

1. Acoustical Treatments
2. Carpentry, Framing and Millwork, etc.
3. Drywall
4. Floor Covering
5. Foundations
6. Glass, Window and Door Construction
7. Institutional and Recreational Equipment
8. Lathe, Plaster and Stucco
9. Masonry
10. Ornamental and Miscellaneous Metal
11. Painting, Interior Decorating
12. Roof Decks
13. Site and Subdivision Development
14. Special Coatings and Waterproofing
15. Tile, Terrazzo and Marble
16. Insulation
17. Elevators, Escalators, and Dumbwaiters
18. Erection and Fabrication of Structural Steel
19. Concrete
20. Sheet Metal
21. Roofing
22. Conveyors
23. Sandblasting
24. Golf Courses
25. Tennis Courts
26. Swimming Pools
27. Outdoor Advertising
28. Excavation
29. Landscaping
30. Fencing
31. Demolition
32. Millwright
33. Irrigation

Example: A contractor with a full **BC** classification is considered licensed to bid and perform "residential, commercial and industrial" building, as well as, any of the 33 listed building subcategories. A contractor with a **BC-31** classification would be licensed for "demolition", only.

HC - HEAVY CONSTRUCTION (No Test - for HC or any of the HC subcategories)

A. Marine (HC-A)

(Wharves, Docks, Harbor Improvements and Terminals)

B. Tunnel and Shaft (HC-B)

C. Energy and Power Plants (HC-C)

D. Dams, Dikes, Levees and Canals (HC-D)

E. Mining Surface and Underground (HC-E)

F. Oil Field Construction (HC-F)

G. Oil Refineries (HC-G)

Heavy Construction Categories (Apply to All Areas)

1. Structural Steel Erection
2. Tower and Stack Construction
3. Foundation Construction, Pile Driving, Foundation Drilling, and Stabilization
4. Demolition and Movement of Structures
5. Clearing, Grubbing, Snagging and Rip Rap
6. Slipform Concrete Structures
7. Rigging and Crane Rigging
8. Welding

HRA - HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION (No Test – for HRA or HRA subcategories)

A. Grading and Drainage (HRA-A)

Includes grading, drainage pipe and structures, clearing and grubbing.

B. Base and Paving (HRA-B)

1. Base Construction
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Paving

C. Bridges and Culverts (HRA-C)

1. Painting
2. Repair
3. Demolition
4. Bridge Deck Overlay (Sealant)
5. Guniting
6. Cofferdam
7. Steel Erection

D. Railroad Construction and Related Items (HRA-D)

E. Miscellaneous and Specialty Items (HRA-E)

1. Traffic Safety
 - (a) Pavement Markers
 - (b) Signing
 - (c) Guardrail and Fencing
 - (d) Attenuators, signalization and roadway lighting
2. Landscaping
Includes seeding, sodding, planting, and chemical weed and brush control.
3. Pavement Rehabilitation
Includes pressure grouting, grinding and grooving, concrete joints, and underdrains.
4. Well Drilling
5. Miscellaneous Concrete
Includes sidewalks, driveways, curb and gutter, and box culverts.

MU - MUNICIPAL AND UTILITY CONSTRUCTION – (No Test - for MU subcategories, except for a full MU or MU-B classification)

Municipal and Utility Construction includes all supervision, labor, material and equipment to complete underground piping, water and sewer plants and sewer disposal, grading and drainage, and paving (unless restricted to specific areas named).

A. Underground Piping (MU-A)

Furnish supervision, labor, material and equipment to complete all underground piping for municipal and utility construction (unless restricted to specific areas named).

1. Gas Distribution and Transmission Lines
2. Sewer Lines, Storm Drains, Rehabilitation and Structures
3. Waterlines
4. Underground Conduit

B. Water and Sewer Systems* (MU-B)

* requires a BC-B or commercial or industrial trade exam to construct water and sewer plants.

C. Grading and Drainage (MU-C)

Includes grading, drainage pipe and structures, clearing and grubbing.

D. Base and Paving (MU-D)

1. Base Construction
2. Hot and Cold Mix Asphalt

3. Surface Treatment Asphalt
4. Concrete Pavement
5. Miscellaneous Concrete (includes sidewalks, driveways, curb and gutter, and box culverts)

MC/CMC - MECHANICAL CONTRACTING

- A. Plumbing and Gas Piping (CMC-A) - (Test Required)
- B. Process Piping (CMC-B) – (No Test)
- C. HVAC, Refrigeration and Gas Piping (CMC-C) - (Test Required)
- 1. Solar HVAC (geothermal) – (Test Required – CMC-C)
- D. Sprinklers & Fire Protection (must register with Fire Prevention) - (CMC-D) - (Test Required)
- E. Insulation of Mechanical Work (CMC-E) – (No Test)
- F. Pollution Control (CMC-F) – (No Test)
- G. Pneumatic Tube Systems (CMC-G) – (No Test)
- H. Temperature Controls (Pneumatic) (MC-H) - (No Test)
- I. Boiler Construction & Repairs (CMC-I) - (No Test)
- J. Fuel Gas Piping and Systems (CMC-J) - (No Test)

E/CE – ELECTRICAL CONTRACTING (Test Required for full CE)

- A. Electrical Transmission Lines (CE-A) - (Test Required – High Voltage)
- B. Electrical Work for Buildings and Structures - (Test Required – full CE)
- C. Underground Electrical Conduit Installation (CE-C) – (No Test for Low Voltage – 70 volts)
- D. Sound and Intercom Systems, Fire Detection Systems, Signal and Burglar Alarm Systems and Security (CE-D) – (No Test Required for Low Voltage/up to 70 volts; must register with Alarm Systems Contractors Board)
- E. Electrical Signs (CE-E) – (Test Required if more than 70 volts)
- F. Telephone Lines and Ducts (CE-F) – (No Test Required; Low Voltage)
- G. Cable T.V. (CE-G) – (No Test)
- H. Substations (CE-H) – (Test Required for High Voltage)
- I. Electrical Temperature Controls (CE-I) - (No Test)
- J. Fire Detection Systems, Signal and Burglar Alarm Systems and Security Systems with conduit and wiring above (70) volts require an electrical exam. (CE-J) - (Test Required – CE)
- K. Roadway Lighting, Attenuators and Signalization - requires electrical examination. (CE-K) – (Test Required – CE)

S- Specialty/Environmental - (No Test; based upon experience, training and certifications)

- A. Asbestos Material Handling/Removing (S-A or S-Asbestos)
- B. Underground Storage Tank (S-B or S-UST)
- C. Lead-Based Paint Abatement (S-C or S- Lead)
- D. Hazardous Waste Removal (S-D or S-Hazardous)
- E. Air, Water or Soil Remediation (S-E or S-Remediation)

S-Specialty/Medical Gas Piping (S-Medical Gas Piping) – (No Test Required)

Installation, maintenance and repair work falling within the regulation of medical gas piping pursuant to Tennessee Code Annotated, Section 68-11-253.

- A. Medical Gas Piping Installer Certification Requirements.

1. The minimum qualifications for board certification are the qualifications for certification established by the American Medical Gas Institute (AMGI) or the Piping Industry Progress and Education Trust Fund (PIPE). A minimum of thirty-two (32) hours of training, with eight (8) of brazing.

S - Specialty (Specified) – (No Test for “S” specialty classifications)

The Board reserves the right to depart from the classification system in appropriate individual cases, with no trade exam required and the following are examples.

S-Telecommunication / Cell Towers

S-Equipment Installation

S-Mold Remediation

S-Telecommunications

S-Mowing and Tree Trimming

S-Audio and Video Installation

(NOTE: The above is an abbreviated list of specialties and does not include all specialty classifications assigned to contractors by the Board.)

Compilation from *Rule 0680.1--.16* and may be reviewed at the Tennessee Secretary of State's web address at: <http://www.state.tn.us/sos/rules/0680/0680.htm> or contact our office for a copy.

Licensing for Projects Less than \$25,000

Please check our website for licensing programs where the cost is less than \$25,000 for:

- Home Improvement
- LLE (Limited Licensed Electrician)
- LLP (Limited Licensed Plumber)

In addition, please check with the local municipality for their license, permit and inspection requirements.